DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 2282

Page 1 of 2

Agency
DEPARTMENT OF ASSESSMENTS & TAXATION

Division/Unit

Business Property Valuation - Utility & Railroad Valuation

· · · · · · · · · · · · · · · · · · ·	
Description	Retention
Supercedes Schedule # 1182	
Railroad Operating Property Return (Form 18) These reports are filed alphabetically by name of company.	Retain (5) years, then destroy.
This file, Form 18, consists of a seven page (two sides each page) report 8 1/2" by 11"), filed annually by railroads operating in Maryland. The eport consists of various schedules listing property owned in Maryland classified by type of property. In addition, a copy of the Report to the Surface Transportation Board is included, if applicable. Information contained in these reports is used to compute a property tax assessment. The file also contains form AT3-14 (Notice of Assessment).	
2. Public Utilities Operating Property Return (Form 17) These reports are filed alphabetically by name of company. This file consists of a report filed by public utilities operating in Maryland. Form 17 (8 1/2" x 11") consists of a two sided, 9 page report. In addition, a copy of the report made to the Federal Energy Regulatory Commission or Maryland Public Service Commission is included, if applicable. Information contained in these reports is used to compute a property tax assessment. This file also contains AT3-14 Notice of Assessment.	Retain (5) years, then destroy
3. Certification of Assessed Values of Public Utilities (Form 205) These forms are filed alphabetically by County and by Municipality within each county for each tax year. Pages are files in numerical order within each jurisdiction. The Form 205 is a single 8 ½ x 11 page report. Information on this form is sent to County Finance Offices to notify the County of the assessment of utility operating property. The County uses this information to bill utility companies for property tax.	Retain (5) years, then destroy.
Approved by Department, Agency, or Division Representative.	Schedule Authorized by State Archivist.
Date: 3/25/03	Date: [APR 1 5 2003]
Signature: January III	Saward C. Paperfu
Type Name: <u>Laura Kittel</u>	Signature:

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No.

2282

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Description	Retention
4. <u>Cable Television Property Return.</u> (Form 17-C) These reports are filed alphabetically by name of company. The return consists of a ten (10) page report (8 1/2" x 11") filed annually by cable television companies operating in Maryland. Information contained in these reports is used to compute a personal property tax assessment.	Retain (5) years, then destroy.
The file also contains the Notice of Assessment (Form AT3-12)	
5. Electric Generation Property Return (Form 17-G) These returns are filed alphabetically by name of company. Returns are filed annually by non-utility electric generating companies operating in Maryland. It consist of a two sided, 9-page report (8 ½ "x 11"). Information contained in these reports is used to compute a personal property tax assessment. The file also contains the Notice of Assessment (Form AT3-12).	Retain (5) years, then destroy.
6. Certification of Assessed Value of Railroads (Form 205A) These forms are filed alphabetically by County and Municipality within each county for each tax year. Pages are filed in numerical order within each jurisdiction. The Form 205A is a single 8 ½ x 11 page report. Information on this form is sent to County Finance Offices to notify the County of the assessment of railroad operating property. The county used this information to bill railroad companies for property tax.	Retain (5) years, then destroy.
· 自然是一个,我们是有一个一个,我们就是一个一个。	

DGS 550-1 (Rev. 10/92)

03/20/2003 15:39 410/330332		
INSTITUCTIONS - TYPE ON PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOG ROAD P.O. BOX 275 - JESSUP, MARYLAND 20784	AGENCY RECORDS INVENTORY Page
· · · · · · · · · · · · · · · · · · ·	2. DIVISION Business Proporty Valuation	2. UNIT , Utility a Railroad Valuation
DEFINITION - Records Salies - A group of related record	is normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR I LATETEST YEAR
Electric Generation T	Property Return	2000 to 2002
Returns are filed generating compa Tt consists of a (8'2 × 11). Inform reports is used tax assessment. Notice of Asses	annually by non- nies operating in two-sided, 9 p nation contained to compute a The file also	n Maryland. age report in these personal property contains the
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	8. VOLUME (S)
d Letter Sizo D Microfilm	Alphabelical	D Microfilm Rest (9)
🗆 Legal Size 🗀 Compuler Tape	D Numerical	Other (Specify)
© Bound Book © Floppy Disk	Citronological	Number
🗖 Audio Tape 💢 Video Tapa	☐ Geographical	10. ANNUAL ACCUMULATION
Q Other (Specify)	Olhar (Specify)	er File Orawer (9) Microlilm Reel (5)
		Computer Tape(s) Other (Specify)
		Number:
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
D Dally of Weekly D Monthly	5 Number	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWH	ERE? (If you, specify agency or office)
300 W. Preston St. 6th Floor RM 600	D Yes	No
16. ACCESS RESTRICTIONS (II yes, cite luw(a) & regulation(a)	16. AUDIT REQUIREMENTS	
of Yes Tax-Property 2-213- No	C None C State C	a Foderal a Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION Retain 5 years, then destroy.	
D Yes DO No		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER 4110 - 767 - 1940	21. DATE 3-21-03

03/20/2003 15:39 410/998532	,	
LISTINGTIONS - TYPE ON PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JEBSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page
1. DEPARTMENTIAGENCY Assessments + Taxation	2 DIVISION Business Property Valuation	Utility & Railroad Valuation
DEFINITION - Records Sailes - A group of felated record	a normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Certification of Assessed	Values of Railroads	2001 10 2002
6. RECORD SERIES DESCRIPTION (Briefly describe the types of in	formation/documents/forms found in the Series. Include	the purpose or function of the Series)
The form is a sin Information on thi Finance Offices assessment of r The county uses railroad compa	s form is sent to notify the ailroad operat this information	County of the ing property. n to bill
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
	Alphabelical	© File Drawer(s) □ Microfilm Rest (a)
	· •	Compuler Yape (s)
13 Legal Size 12 Computer Tape	D Numerical	Other (Specify)
a Bound Book a Floppy Disk	a Civonological	Number
🗖 Audia Tape 🚨 Video Tape	© Geographical	10. ANNUAL ACCUMULATION File Drawer (9)
Other (Specify)	Olher (Specify)	D Microlilm Reel (s) D Computer Tape(s)
		Number (Specify)
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily of Weekly □ Monthly	Number a	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWH	ERE? (If yos, specify agency or offica)
300 W. Preston St. 6th Floor Rm 600	Ci Yes	No
16. ACCESS RESTRICTIONS (II yes, cile luw(s) & regulation(s)	16. AUDIT REQUIREMENTS	
or Yes Tax-Property 2-2120 No	None a State	Foderal • Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION Retain 5 years	ers, then destroy.
19. NAME AND TITLE OF PURPOSE	do 25 collour manage	Lacore
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER 410 - 767 - 1940	21. DATE 3-21-03
Program Manager	<i></i>	(((((((((((((((((((

LRUGIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW PISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD		AGENCY RECORDS INVENTORY	
	P.O. BOX 275 - JESSUP, MARYLAND 20794	PageOf	
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT LITITY +	
Assessments + Taxation	Business Phyperty.	RailRoad Valuation	
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
RECORD SERIES TITLE 5. EARLIEST YEAR / LATETEST YEAR			
Cable Television Property	y Return	. 1991 to Prosent	
8. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)	
See Tien # 4 a	n Schedule		
		·	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
Letter Size Microfilm	☐ Alphabetical	File Orawer(s) O Microfilm Reel (s)	
□ Legal Size □ Computer Tape	Numerical	Computer Tape (s) U Other (Specify)	
☐ Bound Book ☐ Floppy Disk	Chronological .	Number	
☐ Audio Tape ☐ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION	
□ Other (Specify)	Other (Specify)	O File Drawer (s) Microfilm Reet (s)	
Contraction (opening)	Alphabetical + then	□ Computer Tape(s) □ Other (Specify)	
	by Year	Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
□ Daily □ Weekly Monthly	Number D	Month(s) Year(s)	
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)		
Room 600 File Room	O Yes	. No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
Yes Jax Property - No 2-212	None - State - Federal - Independent		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION		
describe any hardware/software) U YesNo	5 years, Then	Destroy	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	
Celestine Knight	(410) 767-1196	3-25-03	